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NASA Policy Directive

NPD 6000.1D

Effective Date: April 21, 2014

Expiration Date: October 21, 2020

COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES[Printable Format \(PDF\)](#)

Request Notification of Change

 (NASA Only)

Subject: Transportation Management

Responsible Office: Office of Strategic Infrastructure

1. POLICY

NASA's policy is:

- a. to acquire only required transportation services and equipment deemed essential for the accomplishment of NASA's institutional and program responsibilities and to use those services and equipment for official purposes only.
- b. to obtain transportation services and equipment from U.S. industry sources unless they are considered noncompetitive or are not available in sufficient quantities and/or within the necessary timeframes to meet Agency requirements.
- c. to acquire transportation services from carriers only if authorized by a Transportation Officer.
- d. to require that the requesting organization justify in writing to the Transportation Officer unique requirements of any charter aircraft to support the movement of personnel and/or freight.
- e. to require that carriers selected for Agency shipments possess the appropriate authority, license, or permit for their services and to show proof of insurance coverage commensurate with the risks and provable liabilities of the shipment.
- f. to acquire, operate, maintain, and dispose of all NASA-owned transportation equipment according to applicable Federal and State regulations and industry standards.
- g. not to assign Government motor vehicles exclusive use of any one official unless such assignment is required by the nature of the individual's responsibilities or by the frequency, urgency, and extent of daily usage.
- h. not to authorize the use of Government motor vehicles to transport employees between their residences and places of work, except for:
 - (1) Individuals on valid travel authorization in accordance with the Federal Travel Regulations and NPR 9700.1 Travel.
 - (2) Office of the Inspector General (OIG) personnel performing criminal law enforcement functions pursuant to statutory authority.
 - (3) Incumbents assigned as NASA Representatives to Moscow, Russia.
- i. to achieve transportation management mandates within the following:
 - (1) Energy Independence and Security Act of 2007 (EISA 2007), Pub. L. No. 110-140, 121 Stat. 1492 (2007).
 - (2) Energy Policy Act of 1992 (EPA 1992), Pub. L. No. 102-486, 106 Stat. 2776 (1992).
 - (3) Energy Policy Act of 2005 (EPA 2005), Pub. L. No. 109-58, 119 Stat. 594 (2005).

- (4) Federal Acquisition Regulations (FAR) System, 48 CFR, Chapter 1, 1 to 51.
- (5) Federal Fleet Performance, Presidential Memorandum (May 24, 2011).
- (6) Federal Leadership in Environmental, Energy, and Economic Performance, Exec. Order No. 13514 (2009).
- (7) Federal Travel Regulation (FTR), 41 CFR, 300-304.
- (8) NASA FAR Supplement (NFS), 48 CFR, Chapter 18.
- (9) NPR 9700.1, Travel, Appendix A, FMR NASA Federal Travel Regulations Supplement (NFTRS).
- (10) OMB Circular A-126, Improving the Management and Use of Government Aircraft.
- (11) Pipeline and Hazardous Materials Safety Administration (PHMSA), 49 CFR, Subtitle B, Chapter 1.
- (12) Public Contracts and Property Management, 41 CFR, Subtitle C, Chapters 101 and 102.
- (13) Strengthening Federal Environmental, Energy, and Transportation Management, Exec. Order No. 13423 (2007).

2. APPLICABILITY

- a. This NPD is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This directive applies to the Jet Propulsion Laboratory (a Federally Funded Research and Development Center) and other NASA contractors and grant recipients only to the extent specified in their contracts or grants.
- b. In this NPD, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are or is" denote descriptive material.
- c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

3. AUTHORITY

- a. Money and Finance, 31 U.S.C. 1344, 3322, 3324.
- b. Certificates and approvals of basic vouchers and invoices, 4 CFR 75.
- c. Federal Property Management Regulations, 41 CFR 101, Subchapter G.
- d. Federal Management Regulations System, 41 CFR 102, Subchapters (B) and (D).
- e. Federal Travel Regulation, 41 CFR 300 - 304.
- f. Pipeline and Hazardous Materials Safety Administration, Department of Transportation Research and Special Programs Administration, 49 CFR subtitle B, Chapter 1.
- g. NPD 1050.1, Authority to Enter into Space Act Agreements.

4. APPLICABLE DOCUMENTS AND FORMS

- a. Energy Independence and Security Act of 2007 (EISA 2007), Pub. L. No. 110-140, 121 Stat. 1492 (2007).
- b. Energy Policy Act of 1992 (EPAct 1992), Pub. L. No. 102-486, 106 Stat. 2776 (1992).
- c. Energy Policy Act of 2005 (EPAct 2005), Pub. L. No. 109-58, 119 Stat. 594 (2005).
- d. Federal Acquisition Regulations (FAR) System, 48 CFR, 1 - 51.
- e. Federal Fleet Performance, Presidential Memorandum (May 24, 2011).
- f. Federal Leadership in Environmental, Energy, and Economic Performance, Exec. Order 13514 (2009).
- g. Federal Travel Regulation (FTR), 41 CFR, 300-304.
- h. NASA FAR Supplement (NFS), 48 CFR, 18.
- i. NPR 9700.1 Travel, Appendix A, FMR NASA Federal Travel Regulations Supplement (NFTRS).

- j. OMB Circular A-11, Preparation, Submission and Execution of the Budget, PART 2, Preparation and Submission of Budget Estimates.
- k. OMB Circular A-123, Management's Responsibility for Internal Control.
- l. OMB Circular A-126, Improving the Management and Use of Government Aircraft.
- m. Pipeline and Hazardous Materials Safety Administration (PHMSA), 49 CFR, Subtitle B, Chapter 1.
- n. Transportation Documentation and Audit, 41 CFR, Subchapter G, 101.
- o. Transportation Payment and Audit, 41 CFR, 102-118.
- p. Strengthening Federal Environmental, Energy, and Transportation Management, Exec. Order 13423 (2007).

5. RESPONSIBILITY

- a. The Assistant Administrator for Strategic Infrastructure shall establish and disseminate policy and leadership strategies; advise the Administrator, Senior Managers, and Center Directors of potential efficiencies to be gained through Agency-wide standardization and consolidation; coordinate the implementation of approved initiatives; and assess performance against established standards.
- b. The Executive Director, Office of Headquarters Operations, and the Center Directors shall implement planning specifically, but not exclusively, by:
 - (1) Appointing a Center Transportation Officer, and where the Center Transportation Officer is not responsible for Motor Vehicle Operations, appointing a Vehicle Fleet Operations Officer as well.
 - (2) Establishing processes and procedures to monitor and control the use of transportation vehicles and assets by the appointed Officer for each respective area.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENT/VERIFICATION

- a. The Center Transportation Officers will measure compliance with this directive by maintaining the following measurements at each Center:
 - (1) Federal Law, Executive Order, and Presidential Memorandum Requirements.
 - (2) Life-Cycle Costs - Vehicle Leasing Versus Ownership.
 - (3) Preventive Maintenance Compliance.
 - (4) Vehicle Cost Per Mile.
 - (5) Vehicle Utilization.

8. CANCELLATION

NPD 6000.1C Transportation Management, dated October 08, 2009.

/s/ Charles F. Bolden Jr.
Administrator

ATTACHMENT A: (TEXT)

(URL for Graphic)

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